



Schools' Guide to the Gateway Budget Forms

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Gateway Budget Form Updates

- 2015 Budget Forms are Live!
- Users can login to prepare units for budget season: gateway.ifionline.org
- Still under development, some new features coming soon!



Gateway Budget Form Updates

Pay 2014

- County Council Review Worksheet in Gateway
- Error Prevention Report added to help officials catch common mistakes
- 1782 Notice Recipients Form

Pay 2015

- Partial online Notice to Taxpayers
- Error Prevention Report printing in development
- Many smaller updates as well!



Gateway Budget Form List

Forms submitted electronically:

- Current Year Financial Worksheet
- Debt Worksheet
- Form 1: Budget Estimate
- Form 2: Estimate of Miscellaneous Revenue
- Form 3: Notice to Taxpayers
- Form 4: Adoption Ordinance/Resolution –*template*
- Form 4A: Budget Summary
- Form 4B: Financial Statement
- 1782 Notice Recipients
- County Council Review Worksheet



Gateway Budget Form List

Documents submitted as PDFs:

- Proof of Publications
- Signed copy of Form 4

Other documents to be submitted:

- Check the School Checklist coming soon!



Public Data Site & Logging In



An Open Door into Local Government Finance

View units' reports

Gateway collects and provides access to information about how taxes and other public dollars are budgeted and spent by Indiana's local units of government.

Click to access login page



What's new

- [Property tax summaries](#) for Indiana and counties are now available.
- [View all reports available for a specific government unit.](#)

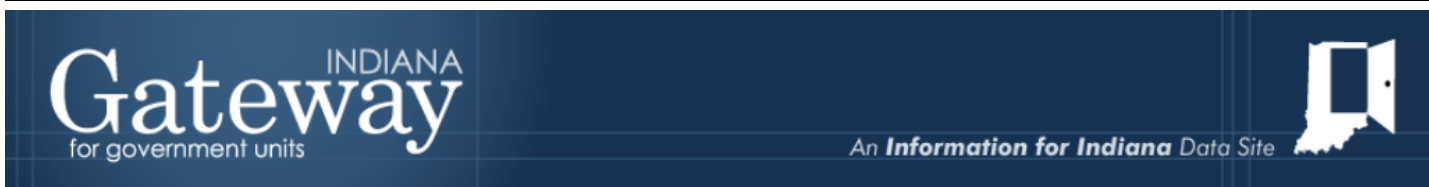
Popular reports

-  [Disbursements by Fund Report](#)
-  [Budget Estimate, Financial Statement and Tax Rate](#)
-  [Township Assistance Statistical Report](#)

<http://gateway.ifionline.org>



Getting Started: Log-In



The Indiana Gateway for Government Units provides a central commons for local units to submit their financial forms to the State of Indiana.

If you need assistance logging in please select “Forgot your password” or email gateway@dlgf.in.gov.

Authorized Personnel Login

User Name:

Password:

*After 5 failed attempts, account will be locked

[Forgot your password?](#)

Login



Select Application



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Welcome to the Indiana Gateway for Government Units

As an authorized user, you will have at least one application to use. Each of these applications enables a local unit to submit its required forms, reports or files to the appropriate state agency, which currently include **DLGF** (Department of Local Government Finance), **SBOA** (State Board of Accounts) and **IEERB** (Indiana Education Employment Relations Board).


Select Application

Select Budgets

| | | | | | |
|---|--------------------------------|---|--------------------------------|---|---------------------------------|
|  | Budgets |  | Debt Management |  | Annual Financial Report |
|  | SB 131 Reporting for SWMDs |  | TIF Management |  | 100R |
|  | Property Files Upload |  | Redevelopment |  | Collective Bargaining Reporting |
|  | Other Post-Employment Benefits |  | Economic Development Reporting |  | CBR Contract Upload |









Select Unit



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Select Unit

Select Unit from List

Currently Viewing Year: 2015

Previous years available
for your reference


Click a link below to select your unit.


| Unit Code | Unit Name Link | Unit Type | Unit County |
|-----------|--|-----------|-------------|
| 0015 | Adams Central Community School Corporation | School | Adams |

Select your unit name



Unit Main Menu

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Department of
Local Government Finance


[Select Unit](#) > **Unit Main Menu**


Selected Year: 2015 | Selected Unit: Adams County - 0015 Adams Central Community School Corporation, Adams Co.



Unit Main Menu - 0015 Adams Central Community School Corporation, Adams Co.


Select from the options below to customize your unit's funds, departments, and/or publications.


Department of Local Government Finance Tasks

 **Customize Funds, Departments, Debts, Rev. Codes**
View and edit lists of funds, depts., debts by fund and rev. codes.

 **View Forms, Enter and Edit Budgets**
View, edit and submit Forms to DLGF.

 **County Council Review Worksheet**
 **Has Not Been Submitted**
View and edit the worksheet for the selected unit. **Due September 1st**

 **Submit Proof of Publication and Signed Form 4**
View, upload and submit budget-related documents to DLGF.

 **Optional Flat File Upload**
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

View
forms


Click to add funds, depts, debts,
or revenues


New Form Status and Due Date
Displayed






Upload Signed Form 4 and
Proof of Publication



Customize Unit

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Department of
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[Select Unit](#) > [Unit Main Menu](#) > **Customize Unit**



Selected Year: 2015 | Selected Unit: Adams County - 0015 Adams Central Community School Corporation, Adams Co.

Customize Funds/Depts./Rev.Codes/Debts Lists - Adams Central Community School Corporation, Adams Co.

Select from the options below to customize your unit's funds, departments, and/or index list of departments by fund.

Customize Funds and Department Lists

-  **Customize Funds List**
-  **Customize Departments List**
-  **Customize Departments by Fund List**
View and cross-index departments by selected fund.

-  **Customize Revenue Codes List**
Select revenue codes for use within this unit's Form 2.
-  **Customize Debts by Fund List**
View and cross-index debts by selected fund.




Customize Funds

- Schools should find funds from last year rolled into Gateway Funds List
- Before Gateway, schools' fund codes were converted to DLGF fund codes by budget field representatives behind-the-scenes
- Schools now see fund codes shared by other unit types. For example, "0100 General" is "0101 General" in Gateway
- Review funds that have rolled over and add/delete as necessary









Customize Funds



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[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > **Customize Funds**
Selected Year: 2015 | Selected Unit: Adams County - 0015 Adams Central Community School Corporation, Adams Co.

Funds List - 0015 Adams Central Community School Corporation, Adams Co.

Click on a column header to sort column.

| <u>Fund Code</u> | <u>Fund Name Link</u> | Remove Fund |
|------------------|---------------------------|-------------|
| 0061 | Rainy Day | ✖ |
| 0101 | General | ✖ |
| 0180 | Debt Service | ✖ |
| 1214 | Capital Projects (School) | ✖ |
| 6301 | Transportation | ✖ |
| 6302 | Bus Replacement | ✖ |

Add a Fund

Add a New Home Ruled Fund



Customize Departments

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > [Customize Departments](#)

Selected Year: 2015 | Selected Unit: Adams County - 0015 Adams Central Community School Corporation, Adams Co.

Departments List for Adams Central Community School Corporation, Adams Co.

| Department Code | Department Name | Remove Dept. |
|-----------------|---|--------------|
| 1100 | Regular Programs | ✗ |
| 1200 | Special Programs | ✗ |
| 1300 | Adult/Continuing Education Programs | ✗ |
| 1400 | Summer School Programs | ✗ |
| 1500 | Enrichment Programs | ✗ |
| 1600 | Remediation Programs | ✗ |
| 1700 | Payments To Other Governmental Units Within The State | ✗ |
| 1800 | Payments To Governmental Units Outside The State | ✗ |
| 2100 | Support Services-Students | ✗ |
| 2200 | Support Services-Instruction | ✗ |
| 2300 | Support Services-General Administration | ✗ |
| 2400 | Support Services-School Administration | ✗ |
| 2500 | Central Office | ✗ |
| 2700 | Student Transportation | ✗ |
| 3100 | Food Service Operation | ✗ |

List of departments
continues



- While schools are not departmentalized, the school chart of accounts is incorporated in Gateway using the departments mechanism
- Departments/program accounts rollover from the previous year







Customize Departments by Fund List

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > **Customize Departments by Fund**

Selected Year: 2015 | Selected Unit: Adams County - 0015 Adams Central Community School

Click the “Pencil and Paper” Icon to link departments to each fund

Custom Departments by Funds

| Funds Descriptions | Edit Departments | Departments |
|----------------------------------|---|---|
| 0061 - RAINY DAY |  | 1100 - Regular Programs 2200 - Support Services-Instruction 6000 - Non-programmed Costs 2620 - Maintenance of Buildings |
| 0101 - GENERAL |  | 1100 - Regular Programs 1200 - Special Programs 1400 - Summer School Programs 1600 - Remediation Programs 1700 - Payments to Other Governmental Units within the |
| 0180 - DEBT SERVICE |  | 1100 - Regular Programs 5100 - Principal of Debt 5200 - Interest on Debt 5300 - Lease Rental 5400 - Advancements and Obligations |
| 1214 - CAPITAL PROJECTS (School) |  | 1100 - Regular Programs 1200 - Special Programs 1400 - Summer School Programs 1600 - Remediation Programs 2100 - Support Services-Students 2200 - Support Services-Instruction |

- All fund/department linkages from last year with line items entered in Form 1, should have rolled over.
- Fund/Departments linkages without line items entered on Form 1 may have been removed from the Customize Departments by Fund List.



Customize Departments by Fund List

Funds and departments
(program accounts) need to
be linked together in order to
set up Forms 1 and 4A.

Check boxes to link departments to
fund

Custom Departments by Fund

Selected Unit: 0015 Adams Central Community School Corporation, Adams Co.

Selected Year: 2015

Available Departments:

☐ Check/Uncheck All


- ☒ 1100 - Regular Programs
- ☒ 1200 - Special Programs
- ☐ 1300 - Adult/Continuing Education Programs
- ☒ 1400 - Summer School Programs
- ☐ 1500 - Enrichment Programs
- ☒ 1600 - Remediation Programs
- ☒ 1700 - Payments to Other Governmental Units within the State

Cancel Update Record


Click "Update Record" when finished



Customize Revenues by Funds



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[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > **Customize Revenue Codes**

Selected Year: 2015 | Selected Unit: Adams County - 0015 Adams Central Community School Corporation, Adams Co.

Customized Revenue Codes Lists to Funds

Taxes | Intergovernmental Revenue | Other Receipts

 **ADD REVENUE CODE TO SELECTED CATEGORY**

| Delete | Specify Funds | Revenue Code and Description | Funds Receiving Revenue |
|---|---|--------------------------------------|---|
|  |  | 1211 - License Excise Tax | 0180 - DEBT SERVICE 1214 - CAPITAL PROJECTS (School) |
|  |  | 1212 - Commercial Vehicle Excise Tax | 0180 - DEBT SERVICE 1214 - CAPITAL PROJECTS (School) |
|  |  | 1231 - Financial Institutions Tax | 0180 - DEBT SERVICE 1214 - CAPITAL PROJECTS (School) |

Revenues rollover from the previous year



Customize Revenues by Funds

Revenue Codes and funds need to be linked to set up the Form 2

Choose revenue code

Check boxes for funds receiving the revenue

Add Revenue Code to Selected Category Tab

1. Select Revenue Code from list:

1232 - Local Option - Property Tax Replacement

2. Associate the selected Revenue Code with available funds:

☐ Check/Uncheck All

- ☐ 0061 - RAINY DAY
- ☐ 0101 - GENERAL
- ☒ 0180 - DEBT SERVICE
- ☒ 1214 - CAPITAL PROJECTS (School)
- ☐ 0001 - TRANSPORTATION

Cancel Update Record

Click "Update Record" when finished



Customize Debts by Fund List

Debt/Fund linkages should rollover from last year, unless they have been marked as retired


Home About Account Settings Help Logout Department of Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > [Customize Unit](#) > [Customize Debts by Fund](#)

Selected Year: 2015 | Selected Unit: Adams County - 0015 Adams Central Community School Corporation, Adams Co.

Customize Debts by Funds

Debts are available as listed under the Debt Management application. Each debt may be attached to only one fund per year.

| Fund Descriptions | Edit Debts | Debts |
|---------------------|--|---|
| 0180 - DEBT SERVICE |  | Common School Fund Loan General Obligation Bonds of 2006 |

Click the “Pencil and Paper” icon to link debts to the debt service fund



Customize Debts by Fund List

Similar to departments and revenues, debts need to be linked to funds to set up the Debt Worksheet

Check boxes for debts to be repaid from the selected fund

Customize Debts by Fund

Selected Unit: 0015 Adams Central Community School Corporation, Adams C

Selected Year: 2015

Available Debts:

☐ Check/Uncheck All


- ☒ 2010 Building/Renovation Project
- ☒ Elementary Building Project Refinancing 2011
- ☒ Common School Fund Loan 2
- ☒ Interest on Temporary Loans
- ☒ Unreimbursed Textbooks
- ☐ Fees
- ☒ Anticipated Debt Service

Cancel Update Record

Click "Update Record" when finished








Budget Form Menu



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Click for User Guides



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[Select Unit](#) > [Unit Main Menu](#) > **Budget Form Menu**


[Click to View Budget Forms Flow Chart](#)












Selected Year: 2015 | Selected Unit: Adams County - 0015 Adams Central Community School Corporation, Adams Co.

Select from Available Forms

[New Flow Chart Link](#)

[Error Prevention Report](#)

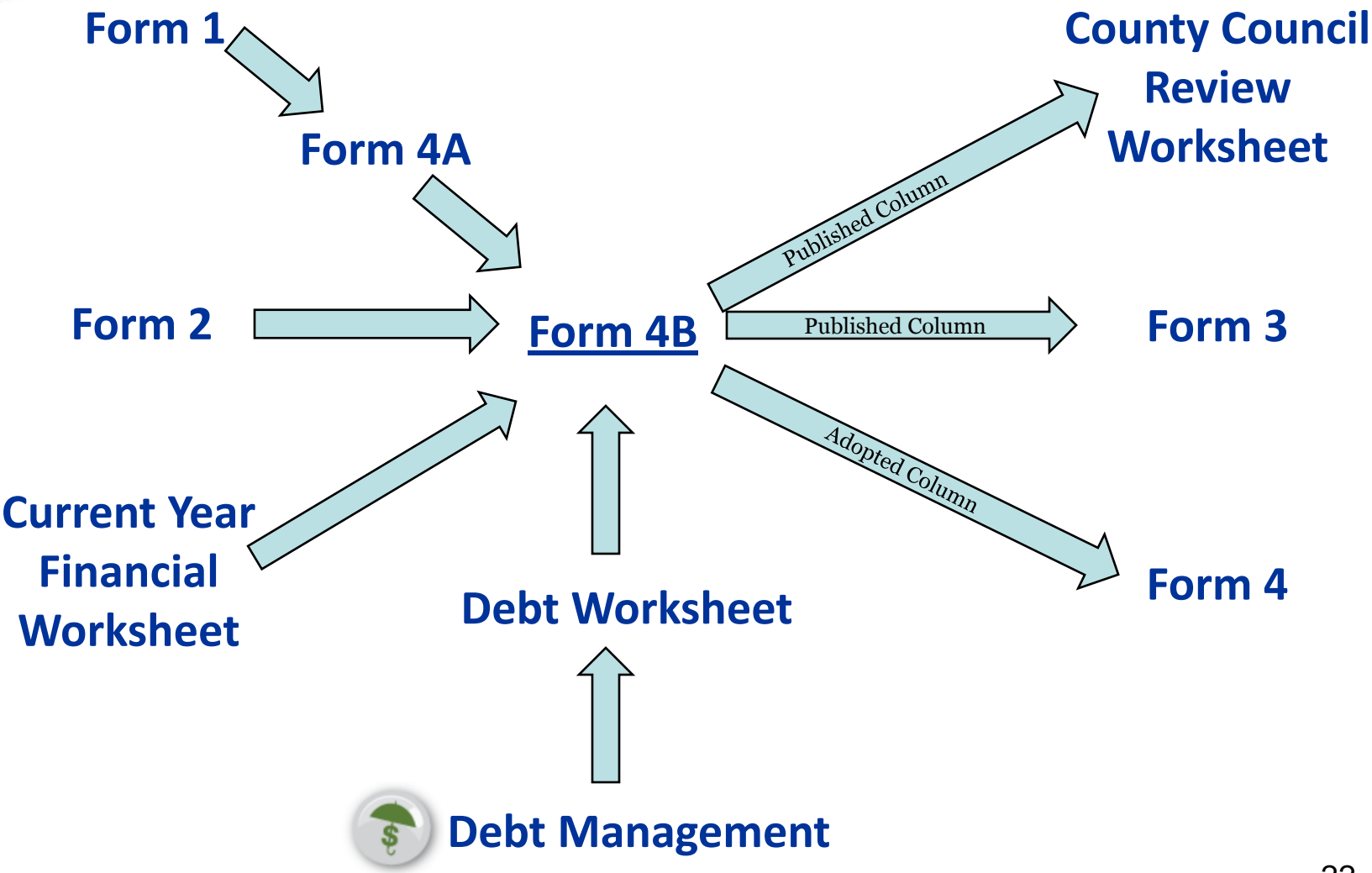
 Click to review **common** errors.

| | |
|--|--|
| Current Year Financial Worksheet: Additional Calculations for Form 4B |  |
| Debt Worksheet |  |
| Form 1: Budget Estimate |  |
|  Click to edit form |  Not 'Ready to Submit'. |
| Form 2: Estimate of Miscellaneous Revenues |  |
| Form 3: Notice to Taxpayers |  |
| Form 4: Ordinance / Resolution of Appropriations and Tax Rates |  |
| Form 4A: Budget Report |  |
| Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate |  |
| 1782 Recipients: Registration of 1782 Notice E-mail Recipients |  |

Click to edit



Budget Data Flowchart






Form 1: Budget Estimate

- All line items except Capital Outlays have been carried over from the previous year
- Linkages between fund and departments (program accounts) have been carried over where line items were previously entered
- New feature to copy all published amounts, for all funds, to the adopted column




Form 1: Budget Estimate




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BUDGET ESTIMATE FOR

Select Fund:

0101 - GENERAL

Select Department:

1100 Regular Programs

Select fund & department
(Program account)

Copy ALL Published Amounts
for ALL Funds

Select Category Tab

Choose expenditure category

| | Personal Services | Supplies | Services And Charges | Capital Outlays | Debt Service |
|--------|--------------------|----------------|----------------------|------------------|----------------|
| Delete | Sub-Category | Line Item Code | Description | Published Amount | Adopted Amount |
| ✗ | Salaries and Wages | 11050 | FULL DAY KINDERG | \$ | \$ |
| ✗ | Employee Benefits | 11050 | FULL DAY KINDERG | \$ | \$ |
| ✗ | Employee Benefits | 11100 | ELEMENTARY | \$ | \$ |
| ✗ | Salaries and Wages | 11100 | ELEMENTARY | \$ | \$ |
| ✗ | Salaries and Wages | 11200 | MIDDLE/JUNIOR HIC | \$ | \$ |
| ✗ | Employee Benefits | 11200 | MIDDLE/JUNIOR HIC | \$ | \$ |
| ✗ | Employee Benefits | 11300 | HIGH SCHOOL | \$ | \$ |



Form 1: Saving Amounts

Click Here for Print/View Options

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Budget Form No. 1

BUDGET ESTIMATE FOR

Select Fund:

6301 - TRANSPORTATION

Select Department:

2700 Student Transportation

Copy ALL Published Amounts
for ALL Funds

Select Category Tab


| Personal Services | | Supplies | | Services And Charges | | Capital Outlays | | Debt Service | |
|---|---------------------------------|----------------|-------------------------|----------------------|---------|-----------------|----|--------------|--|
| Delete | Sub-Category | Line Item Code | Description | Published Amount | | Adopted Amount | | | |
| ✗ | Operating Supplies | 27010 | Transportation supplies | \$ | 3,000 | | \$ | | |
| ✗ | Operating Supplies | 27300 | Fuel | \$ | 100,000 | | \$ | | |
| ✗ | Repair and Maintenance Supplies | 27300 | Bus Maint supplies | \$ | 80,000 | | \$ | | |
| | Office Supplies | | | \$ | | | \$ | | |
| TOTALS BY CATEGORY | | | | Total: \$ 183,000 | | Total: \$ 0 | | | |
| TOTALS BY DEPT BY FUND | | | | Total: \$ 183,000 | | Total: \$ 0 | | | |
| TOTALS BY FUND | | | | Total: \$ 183,000 | | Total: \$ 0 | | | |
| TOTALS BY UNIT | | | | Total: \$ 2,334,565 | | Total: \$ 0 | | | |
| Form values saved at 02:32 PM and 48 seconds. | | | | | | | | | |
| | | | | | | | | | |


Enter published amounts

Click “Save” after entering your amounts



Exporting/Printing the Form 1

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Click Here for Print/View Options

[Print/View Form 1 for Selected Fund in All Formats](#)
[Print/View Form 1 for All Funds for Selected Unit in All Formats](#)

Form 1 can be exported by the selected fund or all

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BUDGET ESTIMATE FOR

Select Fund:

6301 - TRANSPORTATION

Select Department:

2700 Student Transportation

Copy ALL Published Amounts
for ALL Funds

Select Category Tab

| | Personal Services | Supplies | Services And Charges | Capital Outlays | Debt Service |
|------------------------|---------------------------------|----------------|-------------------------|-------------------|----------------|
| Delete | Sub-Category | Line Item Code | Description | Published Amount | Adopted Amount |
| ✗ | Operating Supplies | 27010 | Transportation supplies | \$ 3,000 | \$ |
| ✗ | Operating Supplies | 27300 | Fuel | \$ 100,000 | \$ |
| ✗ | Repair and Maintenance Supplies | 27300 | Bus Maint supplies | \$ 80,000 | \$ |
| + ADD | Office Supplies | | | \$ | \$ |
| TOTALS BY CATEGORY | | | | Total: \$ 183,000 | Total: \$ 0 |
| TOTALS BY DEPT BY FUND | | | | Total: \$ 183,000 | Total: \$ 0 |
| TOTALS BY FUND | | | | Total: \$ 183,000 | Total: \$ 0 |



Exporting/Printing the Form 1

Form 1 can be exported into Excel and other formats

Budget Form 1 - Budget Estimate
Year: 2014 County: Adams Unit: North Adams Commu

| Fund | Department | Category | Line Item Code | Line Item | Published | Adopted | |
|------------------------|----------------------|----------------------|----------------------------|-----------|---|-------------|-------------|
| 0061 - RAINY DAY | Non-programmed Costs | SERVICES AND CHARGES | Other Services and Charges | 60114 | Public Law 109-2010 Transfers | \$400,000 | \$400,000 |
| 0061 - RAINY DAY Total | | | | | | \$400,000 | \$400,000 |
| 0101 - GENERAL | Regular Programs | PERSONAL SERVICES | Salaries and Wages | 11050 | Full Day Kindergarten | \$218,800 | \$218,800 |
| 0101 - GENERAL | Regular Programs | PERSONAL SERVICES | Salaries and Wages | 11100 | Elementary | \$1,380,596 | \$1,380,596 |
| 0101 - GENERAL | Regular Programs | PERSONAL SERVICES | Salaries and Wages | 11200 | Middle/Junior High | \$1,449,809 | \$1,449,809 |
| 0101 - GENERAL | Regular Programs | PERSONAL SERVICES | Salaries and Wages | 11300 | High School | \$1,592,000 | \$1,592,000 |
| 0101 - GENERAL | Regular Programs | PERSONAL SERVICES | Salaries and Wages | 11355 | Academic Honors High Ability Student Programs | \$62,000 | \$62,000 |
| 0101 - GENERAL | Regular Programs | PERSONAL SERVICES | Salaries and Wages | 11420 | Agriculture B | \$41,000 | \$41,000 |
| 0101 - GENERAL | Regular Programs | PERSONAL SERVICES | Salaries and Wages | 11440 | Health Occupations | \$56,500 | \$56,500 |
| 0101 - GENERAL | Regular Programs | PERSONAL SERVICES | Salaries and Wages | 11450 | Consumer and Homemaking | \$141,000 | \$141,000 |
| 0101 - GENERAL | Regular Programs | PERSONAL SERVICES | Salaries and Wages | 11470 | Business Education | \$84,000 | \$84,000 |
| 0101 - GENERAL | Regular Programs | PERSONAL SERVICES | Salaries and Wages | 11480 | Industrial Education A | \$39,000 | \$39,000 |
| 0101 - GENERAL | Regular Programs | PERSONAL SERVICES | Salaries and Wages | 11490 | Industrial Education B | \$45,600 | \$45,600 |
| 0101 - GENERAL | Regular Programs | PERSONAL SERVICES | Salaries and Wages | 11590 | Other Vocational Education Programs | \$93,000 | \$93,000 |
| 0101 - GENERAL | Regular Programs | PERSONAL SERVICES | Employee Benefits | 11050 | Full Day Kindergarten | \$110 | \$110 |
| 0101 - GENERAL | Regular Programs | PERSONAL SERVICES | Employee Benefits | 11050 | Full Day Kindergarten | \$735 | \$735 |



Form 1: Budget Estimate

All published amounts, for all funds, can now be easily copied to the adopted column

Select Fund:


6301 - TRANSPORTATION

Select Department:

2700 Student Transportation

Copy ALL Published Amounts
for ALL Funds

Select Category Tab

| | Personal Services | Supplies | Services And Charges | Capital Outlays | Debt Service |
|--|---------------------------------|----------------|-------------------------|----------------------|----------------------|
| Delete | Sub-Category | Line Item Code | Description | Published Amount | Adopted Amount |
| ✗ | Operating Supplies | 27010 | Transportation supplies | \$ 3,000 | \$ 3,000 |
| ✗ | Operating Supplies | 27300 | Fuel | \$ 100,000 | \$ 100,000 |
| ✗ | Repair and Maintenance Supplies | 27300 | Bus Maint supplies | \$ 80,000 | \$ 80,000 |
| + ADD | Office Supplies | | | \$ | \$ |
| TOTALS BY CATEGORY | | | | Total: \$ 183,000 | Total: \$ 183,000 |
| TOTALS BY DEPT BY FUND | | | | Total: \$ 183,000 | Total: \$ 183,000 |
| TOTALS BY FUND | | | | Total: \$ 183,000 | Total: \$ 183,000 |
| TOTALS BY UNIT | | | | Total: \$ 27,186,730 | Total: \$ 27,186,730 |
| Form values saved at 02:45 PM and 15 seconds. | | | | | |
|  SAVE | | | | | |




Form 2: Estimate of Misc. Revenues

- While Form 2 has not changed, it is important to review the revenues carried over from last year
- Adding/deleting revenues occurs in “Customize Revenue” section, whereas entering amounts of revenues occurs on the Form 2 directly
- Column B has been removed for 1232 Property Tax Replacement Credit




Form 2: Estimate of Misc. Revenues




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ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2015

Select Fund:

1214 - CAPITAL PROJECTS (School) 

Select fund

Select Category Tab


| | | Taxes | Intergovernmental Revenue | Other Receipts |
|----------------|---|--------------------------|---------------------------|----------------|
| Revenue Code ⓘ | Description | July 1 to Dec 31, 2014 ⓘ | Jan 1 to Dec 31, 2015 ⓘ | |
| 1211 | License Excise Tax | \$ <input type="text"/> | \$ <input type="text"/> | |
| 1212 | Commercial Vehicle Excise Tax | \$ <input type="text"/> | \$ <input type="text"/> | |
| 1231 | Financial Institutions Tax | \$ <input type="text"/> | \$ <input type="text"/> | |
| 1232 | Local Option - Property Tax Replacement | \$ <input type="text"/> | | |

Choose revenue category

Revenues can be added/deleted in "Customize Revenue"




Form 2: Saving Amounts



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

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ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED, YEAR 2015

Select Fund:

1214 - CAPITAL PROJECTS (School) 

Select Category Tab

| | | Taxes | Intergovernmental Revenue | Other Receipts |
|---|---|---|--|----------------|
| Revenue Code  | Description | July 1 to Dec 31, 2014  | Jan 1 to Dec 31, 2015  | |
| 1211 | License Excise Tax | \$ 17,368 | \$ 47,104 | |
| 1212 | Commercial Vehicle Excise Tax | \$ 3,210 | \$ 6,112 | |
| 1231 | Financial Institutions Tax | \$ 754 | \$ 1,436 | |
| 1232 | Local Option - Property Tax Replacement | \$ 24,154 | | |
| TOTALS BY CATEGORY | | Total: \$ 45,486 | Total: \$ 54,652 | |
| TOTALS BY FUND | | Total: \$ 45,486 | Total: \$ 54,652 | |
| TOTALS BY UNIT | | Total: \$ 45,486 | Total: \$ 54,652 | |

Enter amounts for
both time periods

Click "Save" after entering amounts

Form values saved at 03:28 PM and 58 seconds

 **SAVE**



Form 4A: Budget Report

- Form 4A was a new form for schools when Gateway started, but is very easy to complete after entering data in Form 1
- Whenever a change/correction is made to Form 1, be sure to re-pull the data into Form 4A
- This will often consist of pulling in the Form 1 published amounts initially and then re-pulling data once the adopted amounts are entered



Form 4A: Pulling in Data


Budget Report 

Click to pull all
data from Form 1

Click to Insert All Unit Amounts
From Form 1

Select Fund:
0061 - RAINY DAY

Select Department:
6000 Non-programmed Costs

| DEPARTMENT: 6000 Non-programmed Costs | | | | | |
|---------------------------------------|----|---------|---|----|---------|
| Published Amount | | | Adopted Amount | | |
| PERSONAL SERVICES | \$ | 0 |  | \$ | 0 |
| SUPPLIES | \$ | 0 | | \$ | 0 |
| OTHER SERVICES AND CHARGES | \$ | 200,000 | | \$ | 200,000 |
| CAPITAL OUTLAY | \$ | 0 | | \$ | 0 |
| DEBT SERVICE | \$ | 0 | | \$ | 0 |
| TOTAL | \$ | 200,000 | | \$ | 200,000 |

| | | |
|----------------|---------------------------------------|-------------------------------------|
| Totals by Fund | Published Amount Total: \$ 200,000 | Adopted Amount Total: \$ 200,000 |
| Totals by Unit | Published Amount Total: \$ 11,471,034 | Adopted Amount Total: \$ 11,471,034 |

Form values saved at 08:06 AM and 45 seconds.

Double check
the totals



Current Year Financial Worksheet

Formerly called
“Line 2 Worksheet”

Select Fund:

0101 - GENERAL


Select Fund

| | |
|---|--------------|
| Line 2 | |
| APPROPRIATIONS | |
| 1. Current Year Approved Budget | \$ 3,239,398 |
| 2. Encumbrances Brought Forward | \$ 62,299 |
| 3. Changes to Appropriations: | |
| a) Additional Appropriations (January to June) | \$ 0 |
| b) Reductions January through June | \$ 0 |
| 4. Other Non-Appropriated Obligations | \$ 0 |
| 5. Total Approved Appropriations | \$ 3,301,697 |
| DISBURSEMENTS | |
| 6. January through June Current Year Disbursements | \$ 1,451,410 |
| 7. Appropriation Balance | \$ 1,850,287 |
| 8. Reductions July through December | \$ 0 |
| 9. Estimated Current Year Expenditures July through December | \$ 1,850,287 |
| Line 3 | |
| 10. Proposed/Approved Additional Appropriations for July through Dec. of Current Year | \$ 0 |
| Line 4A | |
| 11. Levy excess not transferred prior to June 30 | \$ 0 |
| 12. Temporary Loans outstanding as of June 30 | \$ 0 |
| What fund loaned the cash on Line 12? | |
| 13. Temporary loans not included in Lines 2 or 3 | \$ 0 |
| Line 4B | |
| 14. Temp loans to be repaid in the first six months of ensuing year | \$ 0 |
| What fund loaned the cash on Line 14? | |
| Line 6 | |
| 15. June 30 Cash Balance, including investments | \$ 1376872 |
| Line 7 | |
| 16. Taxes to be collected, present year (December settlement) | \$ 677417 |

Enter data and save





Debt Worksheet





INDIANA
Gateway
for government units


An Information for Indiana Data Site




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Department of
Local Government Finance

[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Debt Worksheet**

Selected Year: 2015 | Selected Unit: Adams County - 0015 Adams Central Community School Corporation, Adams Co.

 [Click Here for Print/View Options](#)

Prescribed by Department of Local Government Finance

DEBT WORKSHEET

Selected Year: 2015
Selected County: Adams County
Selected Unit: Adams Central Community School Corporation
Select Fund:

0180 - DEBT SERVICE 

Select fund

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)

| Name of Issue | Line 2 Due | Line 2 Amount | Line 1 Due | Line 1 Amount | Line 11 Due | Line 11 Amount |
|--|------------|---------------|------------|---------------|-------------|----------------|
| 2010 Building/Renovation Project | | \$ | | \$ | | \$ |
| Elementary Building Project Refinancing 2011 | | \$ | | \$ | | \$ |
| Common School Fund Loan 2 | | \$ | | \$ | | \$ |
| Unreimbursed Textbooks | | \$ | | \$ | | \$ |
| Common School Fund Loan | | \$ | | \$ | | \$ |
| Anticipated Debt Service | | \$ | | \$ | | \$ |
| Interest on Temporary Loans | | \$ | | \$ | | \$ |
| General Obligation Bonds of 2006 | | \$ | | \$ | | \$ |

Click on debt name



Debt Worksheet

DEBT WORKSHEET DATA ENTRY

Selected Year: 2015
Selected County: Adams County
Selected Unit: Adams Central Community School Corporation
Selected Fund: 0180 Debt Service

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)

Selected Debt: Elementary Building Project Refinancing 2011

[Click Here to Refresh All Values from Debt Management](#)
(WARNING: All item selections will be removed on data update)

| Date | Period Total | Trustee Fee | Lease Pmts. | Total | Line 2 07/01/2014 to 12/31/2014 | Line 1 01/01/2015 to 12/31/2015 | Line 11 01/01/2016 to 06/30/2016 |
|----------------|--------------|-------------|-------------|---------|--|--|---|
| 6/30/2012 | | | 360,000 | 360,000 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12/31/2012 | | | 331,000 | 331,000 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6/30/2013 | | | 344,000 | 344,000 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12/31/2013 | | | 344,000 | 344,000 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6/30/2014 | | | 344,000 | 344,000 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12/31/2014 | | | 344,000 | 344,000 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6/30/2015 | | | 344,000 | 344,000 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12/31/2015 | | | 344,000 | 344,000 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6/30/2016 | | | 344,000 | 344,000 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 12/31/2016 | | | 344,000 | 344,000 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6/30/2017 | | | 344,000 | 344,000 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12/31/2017 | | | 344,000 | 344,000 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TOTALS BY DEBT | | | | | \$ 344,000 | \$ 688,000 | \$ 344,000 |
| TOTALS BY FUND | | | | | \$ 344,000 | \$ 688,000 | \$ 344,000 |
| TOTALS BY UNIT | | | | | \$ 344,000 | \$ 688,000 | \$ 344,000 |

Save



Debt Worksheet

DEBT WORKSHEET

Selected Year: 2015
Selected County: Adams County
Selected Unit: Adams Central Community School Corporation
Select Fund:

0180 - DEBT SERVICE

(This form is to be prepared for each debt service fund that requires either a tax rate or an appropriation. Debt service funds designated by an "8" in the third digit of the fund code.)


| Name of Issue | Line 2 Due | Line 2 Amount | Line 1 Due | Line 1 Amount | Line 11 Due | Line 11 Amount |
|--|------------|---------------|------------|---------------|-------------|----------------|
| Elementary Building Project Refinancing 2011 | 12/31/2014 | \$ 344,000 | 12/31/2015 | \$ 688,000 | 06/30/2016 | \$ 344,000 |
| Common School Fund Loan 2 | | \$ | | \$ | | \$ |
| Interest on Temporary Loans | | \$ | | \$ | | \$ |
| General Obligation Bonds of 2006 | | \$ | | \$ | | \$ |
| 2010 Building/Renovation Project | | \$ | | \$ | | \$ |
| Anticipated Debt Service | | \$ | | \$ | | \$ |
| Common School Fund Loan | | \$ | | \$ | | \$ |
| Unreimbursed Textbooks | | \$ | | \$ | | \$ |
| TOTALS BY FUND | | \$ 344,000 | | \$ 688,000 | | \$ 344,000 |
| TOTALS BY UNIT | | \$ 344,000 | | \$ 688,000 | | \$ 344,000 |

Selected payments are populating each time period



Form 4B: Budget Estimate, Financial Statement, and Proposed Tax Rate

Select fund

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE 


Select Fund:

6301 - TRANSPORTATION

Click to Copy All
Published Amounts to
Adopted for All Funds


The selected fund does not currently have data in both published and adopted columns.

Form 4B requires data in both published and adopted columns for all funds before it can be marked 'Ready to Submit'.


 **Net Assessed Value** \$ 323,540,005



Warning: If there is currently no data in this unit's Financial Worksheet, Debt Worksheet, Form 2 or Form 4a, filling from those forms can result in zero fill values and lost data. To avoid this, please only use the 'Click here to Insert' buttons once these related forms are completed.

Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
published amounts



Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
adopted amounts




| Funds Required For Expenses To December 31st Of Incoming Year | Published Amount | Adopted Amount |
|--|-------------------------|-------------------------|
| 1. Total budget estimate for incoming year  | \$ <input type="text"/> | \$ <input type="text"/> |
| 2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended  | \$ <input type="text"/> | \$ <input type="text"/> |

Enter Net Assessed Value for fund



Form 4B: Budget Estimate, Financial Statement, and Proposed Tax Rate

 Net Assessed Value \$ 323,540,005

Pull data from
other forms

Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
published amounts


Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
adopted amounts

| Funds Required For Expenses To December 31st Of Incoming Year | Published Amount | | Adopted Amount |
|--|------------------|--------|----------------|
| 1. Total budget estimate for incoming year ⓘ | \$ 788,800 | | \$ 0 |
| 2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended ⓘ | \$ 422,576 | | \$ 0 |
| 3. Additional appropriation necessary to be made July 1 to December 31 of present year ⓘ | \$ 0 | Copy → | \$ 0 |
| 4. Outstanding temporary loans: | \$ 0 | | \$ 0 |
| a). To be paid not included in lines 2 or 3 ⓘ | \$ 0 | | \$ 0 |
| b). Not repaid by December 31 of present year ⓘ | \$ 0 | | \$ 0 |
| 5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b) ⓘ | \$ 1,211,376 | | \$ 0 |

| Funds On Hand To Be Received From Sources Other Than Proposed Tax Levy | Published Amount | | Adopted Amount |
|---|------------------|--------|----------------|
| 6. Actual cash balance, June 30 of present year (including cash investments) ⓘ | \$ 108,632 | | \$ 0 |
| 7. Taxes to be collected, present year (December settlement) | \$ 307,214 | | \$ 0 |
| 8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year(Schedule on File): | \$ 14,933 | Copy → | \$ 0 |
| a). Total Column A Budget Form 2 ⓘ | \$ 38,260 | | \$ 0 |
| b). Total Column B Budget Form 2 ⓘ | \$ 38,260 | | \$ 0 |
| 9. TOTAL FUNDS (Add lines 6, 7, 8a and 8b) ⓘ | \$ 469,039 | | \$ 0 |
| 10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5) ⓘ | \$ 742,337 | | \$ 0 |



Form 4B: Budget Estimate, Financial Statement, and Proposed Tax Rate

| | | | |
|--|-------------------------|---|-----------------------|
| 10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from 5) ⓘ | \$ 742,337 | | \$ 0 |
| <input checked="" type="radio"/> I want to make my own calculations for this Form 4B <input type="radio"/> I want to use the Gateway Calculator ⓘ | | | |
| Proposed Tax Rate and Levy | | | |
| | Published Amount | | Adopted Amount |
| 11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period) ⓘ <small>NOTE: Enter Lines 13a, 13b and 16 then press 'Save' button to calculate this value.</small> | \$ 0 |  | \$ 0 |
| 12. Amount to be raised by tax levy (add lines 10 and 11) ⓘ | \$ 742,337 | | \$ 0 |
| 13a. Property Tax Replacement Credit from Local Option Tax ⓘ | \$ 0 | | \$ 0 |
| 13b. Operating LOIT ⓘ | \$ 0 | | \$ 0 |
| 14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12) ⓘ | \$ 742,337 | | \$ 0 |
| 15. Levy Excess Fund applied to current budget ⓘ | \$ 0 | | \$ 0 |
| 16. Net amount to be raised ⓘ | \$ 742,337 | | \$ 0 |
| 17. Net Tax Rate on each one hundred dollars of taxable property ⓘ | 0.2294 | | 0.0000 |

Form values saved at 11:29 AM and 59 seconds 

Manually enter data in
lines 11-17 and save...



Form 4B: Budget Estimate, Financial Statement, and Proposed Tax Rate

...or have the Gateway Calculator help!

Enter the selected field and save

| | | |
|---|--|---|
| 10. Net amount to be raised for expenses to December 31 of incoming year (deduct line 9 from) | \$ 742,337 | \$ 0 |
| <input checked="" type="radio"/> I want to make my own calculations for this Form 4B <input checked="" type="radio"/> I want to use the Gateway Calculator | <input type="radio"/> Enter Operating Bal. (Fill line 11) <input checked="" type="radio"/> Enter Levy (Fill line 16) <input type="radio"/> Enter Rate (Fill line 17) | <input type="radio"/> Enter Operating Bal. (Fill line 11) <input type="radio"/> Enter Levy (Fill line 16) <input type="radio"/> Enter Rate (Fill line 17) |
| <input checked="" type="checkbox"/> I acknowledge that I am responsible for verifying the accuracy of the information submitted to the Department through the Gateway website. I acknowledge that neither the Department of Local Government Finance nor the Indiana Business Research Center is liable for the calculations performed by the Gateway calculator. | | |
| Proposed Tax Rate and Levy | | |
| Published Amount | | |
| Adopted Amount | | |
| 11. Operating balance (not in excess of expense January 1 to June 30, less miscellaneous revenue for same period) | \$ | \$ |
| NOTE: Enter Lines 13a, 13b and 16 then press 'Save' button to calculate this value. | | |
| 12. Amount to be raised by tax levy (add lines 10 and 11) | \$ | \$ |
| 13a. Property Tax Replacement Credit from Local Option Tax | \$ | \$ |
| 13b. Operating LOIT | \$ | \$ |
| 14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13a and 13b from line 12) | \$ | \$ |
| 15. Levy Excess Fund applied to current budget | \$ | \$ |
| 16. Net amount to be raised | \$ 742337 | \$ |
| 17. Net Tax Rate on each one hundred dollars of taxable property | | |

Copy

Save



Form 4B: Populating the Adopted Column

All published amounts for all funds can now be copied to the adopted column with a single click!

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

Select Fund:

6301 - TRANSPORTATION

Click to Copy All
Published Amounts to
Adopted for All Funds

All funds have data in both published and adopted columns.
This form can be signed and marked as 'Ready to Submit'.

Net Assessed Value \$ 323,540,005

Warning: If there is currently no data in this unit's Financial Worksheet, Debt Worksheet, Form 2 or Form 4a, filling from those forms can result in zero fill values and lost data. To avoid this, please only use the 'Click here to Insert' buttons once these related forms are completed.

Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
published amounts

Click Here to Insert
Finan. Wksht, Debt
Wksht.
Form 2 & Form 4a
adopted amounts

| Funds Required For Expenses To December 31st Of Incoming Year | Published Amount | Adopted Amount |
|--|------------------|----------------|
| 1. Total budget estimate for incoming year | \$ 788,800 | \$ 788,800 |
| 2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended | \$ 422,576 | \$ 422,576 |
| 3. Additional appropriation necessary to be made July 1 to December 31 of present year | \$ 0 | \$ 0 |
| 4. Outstanding temporary loans: | | |
| a). To be paid not included in lines 2 or 3 | \$ 0 | \$ 0 |
| b). Not repaid by December 31 of present year | \$ 0 | \$ 0 |
| 5. TOTAL FUNDS required (add lines 1,2,3,4a and 4b) | \$ 1,211,376 | \$ 1,211,376 |



Error Prevention Report

Gateway
for government units

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Local Government Finance Department of

[Select Unit](#) > [Unit Main Menu](#) > [Upload Budget Documents](#) [Click to View Budget Forms Flow Chart](#)

Selected Year: 2015 | Selected Unit: Adams County - 0015 Adams Central Community School Corporation, Adams Co.

Select from Available Forms

Click to view the Error Prevention Report

[Error Prevention Report](#)
 Click to review common errors.

| | |
|---|------------------------|
| Current Year Financial Worksheet: Additional Calculations for Form 4B | |
| Click to edit form | Not 'Ready to Submit'. |
| Debt Worksheet | |
| Form 1: Budget Estimate | |
| Form 2: Estimate of Miscellaneous Revenues | |
| Form 3: Notice to Taxpayers | |
| Form 4: Ordinance / Resolution of Appropriations and Tax Rates | |
| Form 4A: Budget Report | |
| Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate | |



Error Prevention Report



INDIANA
Gateway
for government units



An Information for Indiana Data Site


[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > Error Prevention Report

Selected Year: 2015 | Selected Unit: Adams County - 0015 Adams Central Community School Corporation, Adams Co.

Selected Year: 2015

Selected County: 1 - Adams County

Selected Unit: Adams Central Community School Corporation

 [Click Here for Print/View Options for entire unit](#)

Click to view the affected funds



Error Prevention Report

Please take the time to address the following issues as they frequently indicate errors. Once an issue is corrected, it will be removed from the list. **This tool will not find all possible mistakes, but is designed to catch the most common ones.** For assistance resolving these issues, please contact the DLGF at gateway@dlgf.in.gov or 317-232-3777.


Some errors will appear if the forms are not yet complete.

[Run Error Audit](#)

| Form / Error # | Error | Details | Funds Affected |
|----------------|--|---|------------------------------------|
| CYFW / 29 | Line 16 does not equal Line 7, published column, Form 4B. | Line 16 "Taxes to be collected, present year (December settlement)" on the Current Year Financial Worksheet does not equal Line 7 "Taxes to be collected, present year (December settlement)" on the published column of the Form 4B. Please check the following funds. | 1 fund(s) affected |
| F2 / 9 | Col. A fund total does not equal Line 8a, published column, Form 4B. | Revenues July 1 - December 31, 2013 reported in Column A of the Form 2 do not equal Line 8a in the published column of the Form 4B. Please check the following funds. | 1 fund(s) affected |
| F2 / 11 | Col. B fund total does not equal Line 8b, published column, Form 4B. | Revenues January 1 - December 31, 2014 reported in Column B of the Form 2 do not equal Line 8b in the published column of the Form 4B. Please check the following funds. | 1 fund(s) affected |



Error Prevention Report

 **Error Prevention Report**

Please take t
removed from
as

Funds with Errors:
0101: GENERAL | CYFW Line 9: 1850287 | Form4B Published: 1896260

Done

Some errors will appear if the forms are not yet complete.

Run Error Audit

| n / r # | Error | Details | Funds Affected |
|------------|-------|---------|----------------|
|------------|-------|---------|----------------|

Please check for errors before:

- Advertising
- Submitting the County Council Review Worksheet
- Adopting
- Submitting



County Council Review Worksheet

County Council Review Worksheet

Budget Year 2014

The County Council Review Worksheet is **NOT SUBMITTED** for Portland Civil City

Click to pull in
values from
Form 4B

State Growth Quotient:

2012 Pay 2013

2013 Pay 2014

2.63

0.00

County Growth Quotient:

1.40

0.00

Or manually enter
amounts

Copy All Fund Data From Form 4B

CNAV

| Fund Code | Fund Name | 2012 pay 2013 Certified NAV | 2013 pay 2014 Certified NAV Estimates | NAV % Change | Action |
|-----------|---------------------------|-----------------------------|---------------------------------------|--------------|----------------------|
| 0061 | RAINY DAY | \$367,659,097 | \$323,540,005 | -12.00% | Edit |
| 0101 | GENERAL | \$367,659,097 | \$323,540,005 | -12.00% | Edit |
| 0180 | DEBT SERVICE | \$367,659,097 | \$323,540,005 | -12.00% | Edit |
| 1214 | CAPITAL PROJECTS (School) | \$367,659,097 | \$362,144,210 | -1.50% | Edit |
| 6301 | TRANSPORTATION | \$367,659,097 | \$323,540,005 | -12.00% | Edit |
| 6302 | BUS REPLACEMENT | \$367,659,097 | \$323,540,005 | -12.00% | Edit |

☒ Budget ☐ Levy ☐ Rate

| Fund Code | Fund Name | 2013 Certified Budget | 2014 Proposed Budget | % Change, 2013-2014 | Difference - State Growth Quotient | Difference - County Growth Quotient | Action |
|-----------|---------------------------|-----------------------|----------------------|---------------------|------------------------------------|-------------------------------------|----------------------|
| 0061 | RAINY DAY | \$200,000 | \$200,000 | 0.00% | -2.60% | -2.20% | Edit |
| 0101 | GENERAL | \$6,900,000 | \$7,200,000 | 4.35% | 1.75% | 2.15% | Edit |
| 0180 | DEBT SERVICE | \$1,065,089 | \$1,118,953 | 5.06% | 2.46% | 2.86% | Edit |
| 1214 | CAPITAL PROJECTS (School) | \$957,210 | \$1,930,481 | 101.68% | 99.08% | 99.48% | Edit |
| 6301 | TRANSPORTATION | \$728,516 | \$788,800 | 8.27% | 5.67% | 6.07% | Edit |
| 6302 | BUS REPLACEMENT | \$176,600 | \$232,800 | 31.82% | 29.22% | 29.62% | Edit |



County Council Review Worksheet

County Council Review Worksheet
Budget Year 2014

The County Council Review Worksheet is **NOT SUBMITTED** for Portland Civil City

| | | |
|-------------------------|---------------|---------------|
| | 2012 Pay 2013 | 2013 Pay 2014 |
| State Growth Quotient: | 2.63 | 0.00 |
| County Growth Quotient: | 1.40 | 0.00 |

Copy All Fund Data From Form 4B


| <input checked="" type="radio"/> Budget <input type="radio"/> Levy <input type="radio"/> Rate | | | | | | | |
|---|---------------------------|-----------------------|----------------------|---------------------|------------------------------------|-------------------------------------|----------------------|
| Fund Code | Fund Name | 2013 Certified Budget | 2014 Proposed Budget | % Change, 2013-2014 | Difference - State Growth Quotient | Difference - County Growth Quotient | Action |
| 0061 | RAINY DAY | \$200,000 | \$200,000 | 0.00% | -2.60% | -2.20% | Edit |
| 0101 | GENERAL | \$6,900,000 | \$7,200,000 | 4.35% | 1.75% | 2.15% | Edit |
| 0180 | DEBT SERVICE | \$1,065,089 | \$1,118,953 | 5.06% | 2.46% | 2.86% | Edit |
| 1214 | CAPITAL PROJECTS (School) | \$957,210 | \$1,930,481 | 101.68% | 99.08% | 99.48% | Edit |
| 6301 | TRANSPORTATION | \$728,516 | \$788,800 | 8.27% | 5.67% | 6.07% | Edit |
| 6302 | BUS REPLACEMENT | \$176,600 | \$232,800 | 31.82% | 29.22% | 29.62% | Edit |

Submit by
September 1


Form Signature

NAME
Gavin Rosedale

TITLE
Clerk-Treasurer

SIGNATURE/PIN
..... 

DATE
.....

 SIGN AND SUBMIT FORM

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an "electronic signature" as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.



Form 3: Notice to Taxpayers

Print options only available once Form 3 is marked 'Ready to Submit'.

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT
FINANCE

FORM APPROVED BY STATE BOARD OF ACCOUNTS
NOTICE TO TAXPAYERS

Bus Replacement Fund Notice Template
and CPF Notice Template for 2014
Budgets coming soon!

Budget Form No. 3

Updated templates coming soon!

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at [No Unit Office Location Entered]. The political subdivision or appropriate fiscal body shall publish this notice twice in accordance with IC 5-3-1 with the first publication at least ten days before the date fixed for the public hearing and the second publication at least three days before the date fixed for the public hearing.

Notice is hereby given to taxpayers of Adams Central Community School Corporation, Adams County, Indiana that the proper officers of [No Name of Adopting Unit Entered] will conduct a public hearing on the year 2015 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of [No Name of Adopting Unit Entered] not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, [No Name of Adopting Unit Entered] shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of [No Name of Adopting Unit Entered] will meet to adopt the following budget:

Fill in Hearing Info

Click to fill in paragraph values

| | |
|------------------------|--------------------------------------|
| Date of Public Hearing | [No Public Hearing Date Entered] |
| Time of Public Hearing | [No Public Hearing Time Entered] |
| Public Hearing Place | [No Public Hearing Location Entered] |

| | |
|--------------------------|--|
| Date of Adoption Meeting | [No Adoption Meeting Date Entered] |
| Time of Adoption Meeting | [No Adoption Meeting Time Entered] |
| Adoption Meeting Place | [No Adoption Meeting Location Entered] |

| | |
|-------------------------------|--|
| Est. Transportation Max Levy | [No Estimated Transportation Max. Levy Entered] |
| Est. Bus Replacement Max Levy | [No Estimated Bus Replacement Max. Levy Entered] |



Form 3: Notice to Taxpayers

Fill in paragraph values

Your Budget Field Representative may be able to assist with obtaining maximum levies

| <u>Unit Info</u> | |
|--|---|
| Office Location: | 222 W Washington St, M |
| Adopting Unit Name: | Adams Central Communi |
| <u>Public Hearing Info</u> | |
| Hearing Location: | 222 W Washington St, M |
| Hearing Date: | 09/17/2014 |
| Hearing Time: | 7:00 <input type="button" value="v"/> PM <input type="button" value="v"/> |
| <u>Adoption Meeting Info</u> | |
| Meeting Location: | 222 W Washington St, M |
| Meeting Date: | 10/15/2014 |
| Meeting Time: | 7:00 <input type="button" value="v"/> PM <input type="button" value="v"/> |
| Est. Transportation Max Levy: | \$ 742337 |
| Est. Bus Replacement Max Levy: | \$ 201119 |
| <input type="button" value="Cancel"/> <input type="button" value="Update Record"/> | |

Click "Update Record" when finished



Form 3: Notice to Taxpayers

Print options only available once Form 3 is marked 'Ready to Submit'.

Bus Replacement Fund Notice Template
and CPF Notice Template for 2014
Budgets coming soon!

PRESCRIBED BY DEPT OF LOCAL GOVERNMENT
FINANCE

FORM APPROVED BY STATE BOARD OF ACCOUNTS
NOTICE TO TAXPAYERS

Budget Form No. 3

Complete details of budget estimates by fund and/or department may be seen by visiting the office of this unit of government at 222 W Washington St, Monroe, IN 46772. The political subdivision or appropriate fiscal body shall publish this notice twice in accordance with IC 5-3-1 with the first publication at least ten days before the date fixed for the public hearing and the second publication at least three days before the date fixed for the public hearing.

Notice is hereby given to taxpayers of Adams Central Community School Corporation, Adams County, Indiana that the proper officers of Adams Central Community School Corporation will conduct a public hearing on the year 2015 budget. Following this meeting, any ten or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of Adams Central Community School Corporation not more than seven days after the hearing. The objection petition must identify the provisions of the budget, tax rate, or tax levy to which taxpayers object. If a petition is filed, Adams Central Community School Corporation shall adopt with the budget a finding concerning the objections in the petition and testimony presented. Following the aforementioned hearing, the proper officers of Adams Central Community School Corporation will meet to adopt the following budget:

Fill in Hearing Info

| | | | |
|------------------------|---------------------------------------|--------------------------|---------------------------------------|
| Date of Public Hearing | Wednesday, September 17 2014 | Date of Adoption Meeting | Wednesday, October 15 2014 |
| Time of Public Hearing | 7:00 PM | Time of Adoption Meeting | 7:00 PM |
| Public Hearing Place | 222 W Washington St, Monroe, IN 46772 | Adoption Meeting Place | 222 W Washington St, Monroe, IN 46772 |

| | |
|-------------------------------|------------|
| Est. Transportation Max Levy | \$ 742,337 |
| Est. Bus Replacement Max Levy | \$ 201,119 |

51

Paragraph values are now completed



Form 3: Notice to Taxpayers

| 1 Fund Name | 2 Budget Estimate | 3 Maximum Estimated Funds to be Raised (Including appeals and levies exempt from maximum levy limitations) | 4 Excessive Levy Appeals (Included in Column 3) | 5 Current Tax Levy |
|--------------------------------|---|---|--|-----------------------|
| | Click Here to Insert Form 4b published amounts ↓ | Click Here to Insert Form 4b published amounts ↓ | | |
| 0061-RAINY DAY | \$ 0 | \$ 0 | \$ 0 | 0 |
| 0101-GENERAL | \$ 0 | \$ 0 | \$ 0 | 0 |
| 0180-DEBT SERVICE | \$ 0 | \$ 0 | \$ 0 | 1,225,634 |
| 1214-CAPITAL PROJECTS (School) | \$ 0 | \$ 0 | \$ 0 | 992,105 |
| 6301-TRANSPORTATION | \$ 0 | \$ 0 | \$ 0 | 695,460 |
| 6302-BUS REPLACEMENT | \$ 0 | \$ 0 | \$ 0 | 191,320 |
| Totals: | Total: \$ 0 | Total: \$ 0 | Total: \$ 0 | Total: \$ 3,104,519 |

Pull from Form 4B or enter data manually

Save



Form 3: Notice to Taxpayers


| | | | | |
|--------------------------------|----------------------|---------------------|-------------|---------------------|
| 0061-RAINY DAY | \$ 200,000 | \$ 0 | \$ 0 | 0 |
| 0101-GENERAL | \$ 7,200,000 | \$ 0 | \$ 0 | 0 |
| 0180-DEBT SERVICE | \$ 1,118,953 | \$ 1,327,412 | \$ 0 | 1,225,634 |
| 1214-CAPITAL PROJECTS (School) | \$ 1,930,481 | \$ 1,791,715 | \$ 0 | 992,105 |
| 6301-TRANSPORTATION | \$ 788,800 | \$ 742,337 | \$ 0 | 695,460 |
| 6302-BUS REPLACEMENT | \$ 232,800 | \$ 201,119 | \$ 0 | 191,320 |
| Totals: | Total: \$ 11,471,034 | Total: \$ 4,062,583 | Total: \$ 0 | Total: \$ 3,104,519 |

Form values saved at 03:13 PM and 01 seconds. [Save](#)

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No Notices submitted or archived.

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Mark as
"Ready to Submit"



Form 3: Notice to Taxpayers

Must be submitted by:

- September 13
&
- 10 days before the public hearing

Error Prevention Report



Click to review **common** errors.

Current Year Financial Worksheet: Additional Calculations for Form 4B



Debt Worksheet



Form 1: Budget Estimate



Form 2: Estimate of Miscellaneous Revenues



Form 3: Notice to Taxpayers



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Submit to fulfill
online advertising

Form 3: Notice to Taxpayers



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This form has been submitted.



Form 4: Ordinance/Resolution for Appropriations and Tax Rates

This Form is Invalid until all form values have been entered.

Be it ordained / resolved by the [No Adopting Unit Entered] that for the expenses of Adams Central Community School Corporation for the year ending December 31, 2015 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of Adams Central Community School Corporation, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the [No Adopting Body Entered].

| Name of Adopting / Fiscal Body | Type of Adopting / Fiscal Body | Date of Adoption |
|--------------------------------|--------------------------------|------------------|
| | | |

Enter Information into Paragraph Above

← Click to fill in paragraph values

Input Paragraph Information

Date of Adoption

9/10/2014

Name of Adopting / Fiscal Body

Adams Central Community School Board

Select Type of Adopting / Fiscal Body

School Board



Cancel

Update Record

Click "Update Record" when finished



| Fund Code | Fund Name | Adopted Budget | Adopted Tax Levy | Adopted Tax Rate |
|-----------|---------------------------|----------------|------------------|------------------|
| 0061 | RAINY DAY | \$200,000 | \$0 | 0.0000 |
| 0101 | GENERAL | \$7,200,000 | \$0 | 0.0000 |
| 0180 | DEBT SERVICE | \$1,118,953 | \$1,327,412 | 0.4103 |
| 1214 | CAPITAL PROJECTS (School) | \$1,930,481 | \$1,791,715 | 0.4948 |
| 6301 | TRANSPORTATION | \$788,800 | \$742,337 | 0.2294 |
| 6302 | BUS REPLACEMENT | \$232,800 | \$201,119 | 0.0622 |

| Edit | Delete | Name | | | | Signature |
|---|---|------------|---------------------------------|---------------------------------|-------------------------------------|-----------|
|  |  | James Dean | Aye <input type="checkbox"/> | Nay <input type="checkbox"/> | Abstain <input type="checkbox"/> | <hr/> |
| <div> + ADD <input type="text" value="Judy Garland"/> </div> | | | | | | |

Enter a voting school board member and click “+ADD” to save. Repeat until all are added.

56



Exporting/Printing the Form 4

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[Select Unit](#) > [Unit Main Menu](#) > [Budget Form Menu](#) > **Form 4**

Selected Year: 2015 | Selected Unit: Adams County - 0015 Adams Central Community School Corporation, Adams Co.

Click Here for Print/View Options

[Print/View Form 4 in PDF Format](#)

Select Print/View in PDF

Print for adoption meeting

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1 / 1 130% Find

Prescribed by the Department of Local Government Finance
Approved by the State Board of Accounts

Budget Form No. 4 (Rev. 2013)

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATE

Ordinance Number:

Be it ordained by the that for the expenses of **ADAMS CENTRAL COMMUNITY SCHOOL CORPORATION** for the year ending December 31, 2015 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by



1782 Notice Recipients

1782 Notice Recipients

Use this form to register any recipients of this unit's 1782 notice e-mail.

| Contact Name | Contact Email | Phone Number (Optional) | Action |
|---|--|---|---|
| Burt Reynolds | breynolds@email.com | (555) 123-4567 | Edit Delete |
| <input type="text" value="Letty Dorman"/> | <input type="text" value="ldorman@email.com"/> | <input type="text" value="(555) 765-4321"/> | Add |

Select **Add** to save



Form Signature

NAME

TITLE

SIGNATURE/PIN

DATE

Form signature values saved at 01:28 PM and 41 seconds.

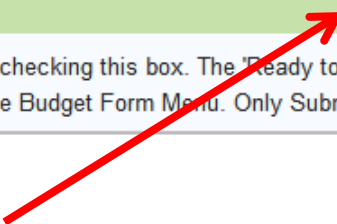
☒ SIGN AND DATE FORM



Sign the form

☒ Ready to Submit

This Form will still be editable after checking this box. The "Ready to Submit" option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.



Mark as Ready to Submit



Signing/Submitting the Forms

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Department of
Local Government Finance

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[Click to View Budget Forms Flow Chart](#)

Selected Year: 2015 | Selected Unit: Adams County - 0015 Adams Central Community School Corporation, Adams Co.

Select from Available Forms

[Error Prevention Report](#)



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| | |
|---|---|
| Current Year Financial Worksheet: Additional Calculations for Form 4B | ✓ |
| Debt Worksheet | ✓ |
| Form 1: Budget Estimate | ✓ |
| Form 2: Estimate of Miscellaneous Revenues | ✓ |
| Form 3: Notice to Taxpayers | ✓ |
| Form 4: Ordinance / Resolution of Appropriations and Tax Rates | ✓ |
| Form 4A: Budget Report | ✓ |
| Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate | ✓ |
| 1782 Recipients: Registration of 1782 Notice E-mail Recipients | ⚠ |

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| Publication File Name | File Type | File Description | Action |
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- Telephone: (317) 232-3777
- Fax: (317) 232-8779
- Website: www.in.gov/dlgf
 - “Contact Us”: www.in.gov/dlgf/2338.htm